

Wisconsin School District Record of Fire / Tornado / Other Evacuation Drills

School District Name _____

School Name: _____

Municipality: _____

County: _____

School Address

Date of Fire Drill	Time of Drill	Evacuation Time (min/sec)	# Students	# Adults	Fire Dept Invited?	Remarks (Attach sheet if necessary.)	Remarks	Date of Tornado or Other Drill
Jul ____ 20 ____					Y / N			Jul ____ 20 ____
Aug ____ 20 ____								Aug ____ 20 ____
Sep ____ 20 ____								Sep ____ 20 ____
Oct ____ 20 ____								Oct ____ 20 ____
Nov ____ 20 ____								Nov ____ 20 ____
Dec ____ 20 ____								Dec ____ 20 ____
Jan ____ 20 ____								Jan ____ 20 ____
Feb ____ 20 ____								Feb ____ 20 ____
Mar ____ 20 ____								Mar ____ 20 ____
Apr ____ 20 ____								Apr ____ 20 ____
May ____ 20 ____								May ____ 20 ____
Jun ____ 20 ____								Jun ____ 20 ____

On this form, or as an attachment, please note any deficiencies concerning: (1) the performance of alarm equipment; (2) staff functions; (3) student performance; (4) obstructions; or (5) other factors which may pose a safety hazard or affect the efficient, orderly exiting from the building. Use of this form is mandated per 2007 Wisconsin Act 79 for annual reporting to the fire department. The person having direct charge of the school is responsible for ensuring corrections of deficiencies.

School Official's Signature: _____ **Title:** _____ **Date:** _____

See other side.

Use of this form is mandated per 2007 Wisconsin Act 79 for annual reporting to the fire department. The person having direct charge of the school is responsible for ensuring corrections of deficiencies. The local fire chief can advise school officials on procedures. Fire officials must be invited to be part of school fire drills. This form is available from the Web site of the Safety and Buildings Division of the Wisconsin Department of Commerce: <http://commerce.wi.gov/SB/SB-DivForms.html#FirePrev>. Please download and make photo copies of the form. S&B does not provide printed copies of the form. For more information, contact an S&B district Fire Coordinator, <http://commerce.wi.gov/SBdocs/SB-FirePrevCoordMap.pdf>.

Section 118.07(2)(a), Wis. Stats. Once each month, without previous warning, the person having direct charge of any public or private school shall drill all pupils in the proper method of departure from the building as if in case of fire, except when the person having direct charge deems that the health of the pupils may be endangered by inclement weather conditions. At least twice annually, without previous warning, the person having direct charge of any public or private school shall drill all pupils in the proper method of evacuation to a safe location as if in the case of a tornado or other hazard. The school board or governing body of the private school shall maintain for at least 7 years a record of each fire drill and tornado or other hazard drill conducted.

S. 118.07(2)(b), Wis. Stats. In each community having a recognized fire department, the person having direct charge of any public or private school shall annually file a report pertaining to such drills, on a form furnished by the department of commerce, with the chief of the fire department. When no fire drill is held during any month, or when only one or no tornado or other hazard drill is held in a year, the person having direct charge of the school shall state the reasons in the report.

National Fire Protection Association Code Language Adopted in Wisconsin

NFPA 10.6* Fire Drills. 10.6.1 Where Required. Emergency egress and relocation drills conforming to the provisions of this Code shall be conducted as specified by the provisions of Chapter 20 of this Code or Chapters 11 through 42 of NFPA 101, or by appropriate action of the AHJ. Drills shall be designed in cooperation with the local authorities. [101:4.7.1]

10.6.2* Drill Frequency. Emergency egress and relocation drills, where required by Chapter 20 of this Code or Chapters 11 through 42 of NFPA 101, or the AHJ, shall be held with sufficient frequency to familiarize occupants with the drill procedure and to establish conduct of the drill as a matter of routine. Drills shall include suitable procedures to ensure that all persons subject to the drill participate. [101:4.7.2]

10.6.3 Competency. Responsibility for the planning and conducting of drills shall be assigned only to competent persons qualified to exercise leadership

10.6.4 Orderly Evacuation. When conducting drills, emphasis shall be placed on orderly evacuation rather than on speed. [101:4.7.3]

10.6.5* Simulated Conditions. Drills shall be held at expected and unexpected times and under varying conditions to simulate the unusual conditions that can occur in an actual emergency. [101:4.7.4]

10.6.6 Relocation Area. Drill participants shall relocate to a predetermined location and remain at such location until a recall or dismissal signal is given. [101:4.7.5]

10.6.7* A written record of each drill shall be completed by the person responsible for conducting the drill and maintained in an approved manner. [101:4.7.6]

NFPA 20.2.3.2 Emergency Egress Drills. 20.2.3.2.1* Emergency egress drills shall be conducted in accordance with Section 10.6 and the applicable provisions of 20.2.3.2.2. [101:14.7.2.1; 101:15.7.2.1]

20.2.3.2.2 Emergency egress drills shall be conducted as follows:

(1) Not less than one emergency egress drill shall be conducted every month the facility is in session, unless both of the following criteria are met:

(a) In climates where the weather is severe, the monthly emergency egress drills shall be permitted to be deferred.

(b) The required number of emergency egress drills shall be conducted, and not less than four shall be conducted before the drills are deferred.

(2) All occupants of the building shall participate in the drill.

(3) One additional emergency egress drill, other than for educational occupancies that are open on a year-round basis, shall be required within the first 30 days of operation. [101:14.7.2.2; 101:15.7.2.2]

20.2.3.2.3 All emergency drill alarms shall be sounded on the fire alarm system. [101:14.7.2.3; 101:15.7.2.3]